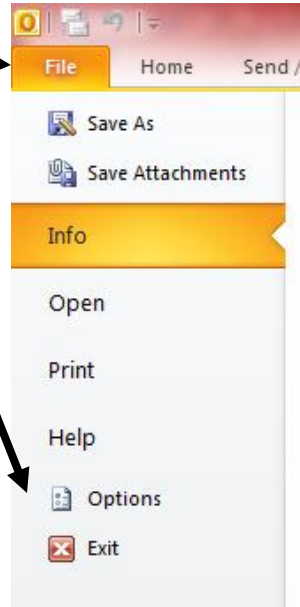


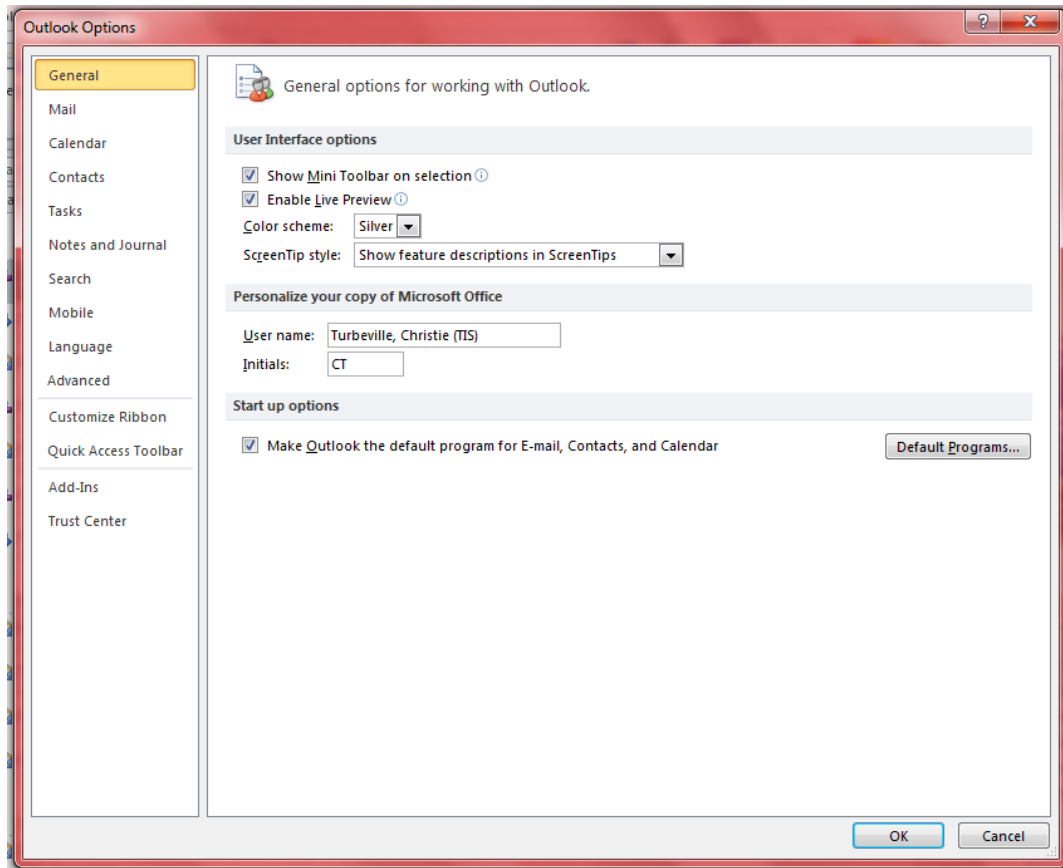
# ***Outlook 2010 – Setting MAIL OPTIONS:***

Setting your *Signature, Spell Check, Stationary, and Font*

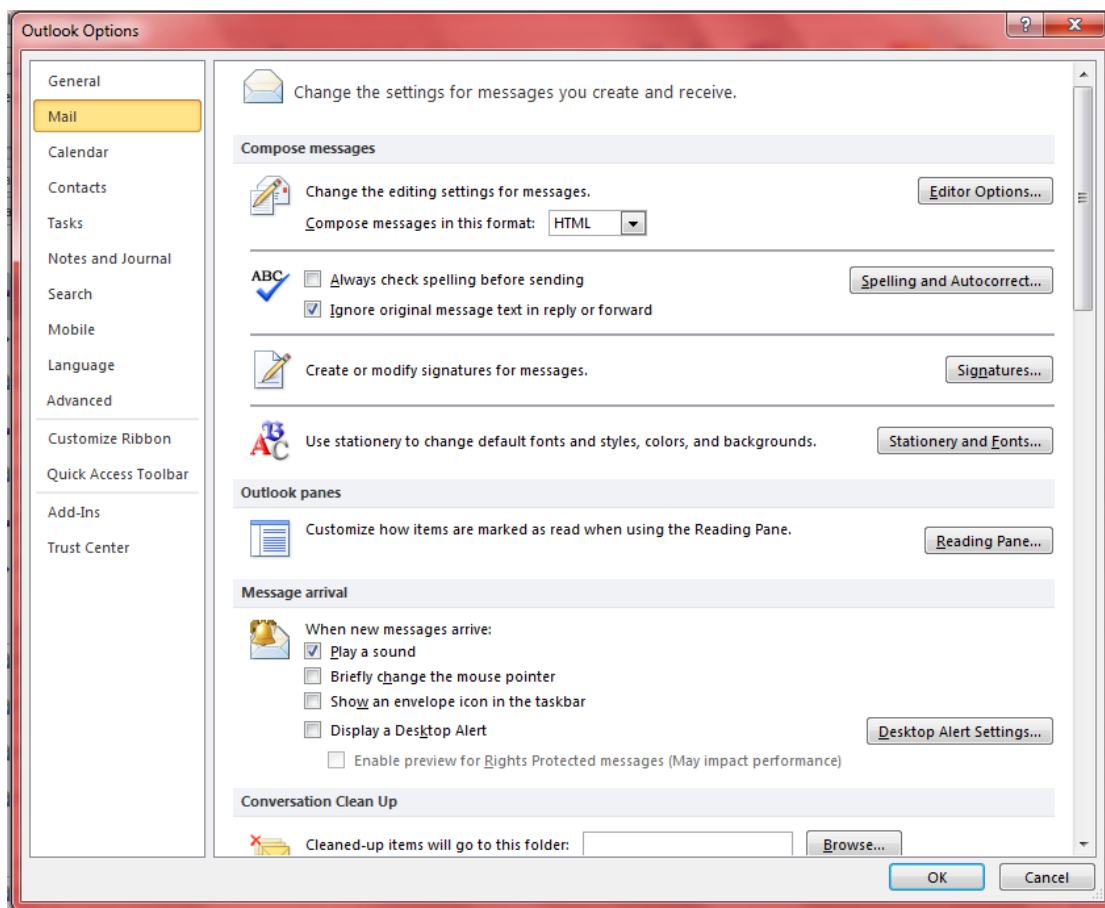
1. Click **FILE**
2. Click **OPTIONS**



3. There are many *Options* that you can adjust, but the main items you will want to edit will be the *MAIL, Calendar, and Contacts*.

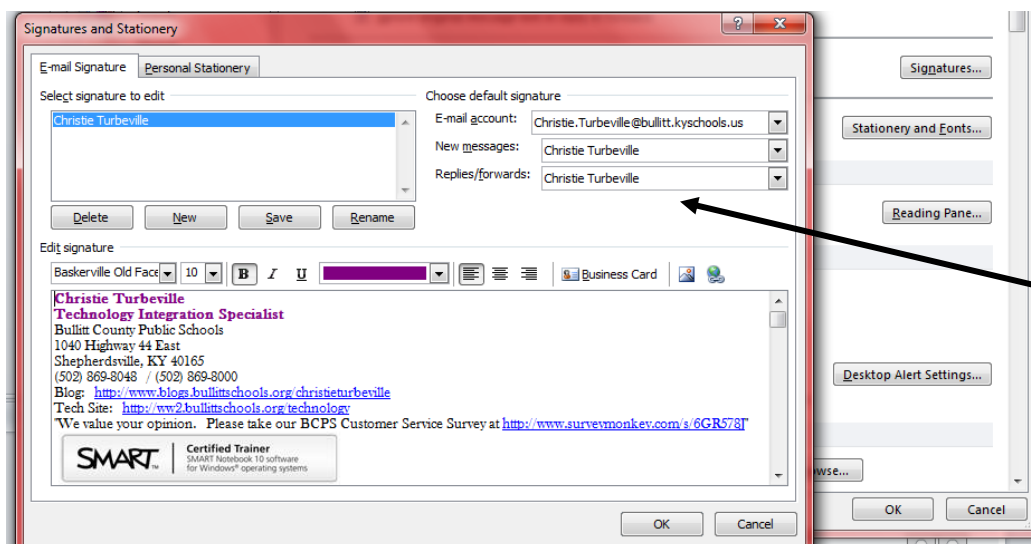


4. Click on the **MAIL** button. In this area, you can adjust the *Spelling, Signature, Stationary and Font*, and *Message Arrival* that your email defaults to when beginning a message or replying to a message. You can also customize your *Reading Pane, Desktop Alert Settings, Conversation, Saving, Replies and Forwards*, and *Sending Messages* settings.



5. **Modifying your SIGNATURE:**

- Click the **Signature** button
- You can COPY and PASTE, add clipart or pictures, etc.



Be sure your *Email Account, New Message, and Replies/Forwards* all reflect your name or email address.

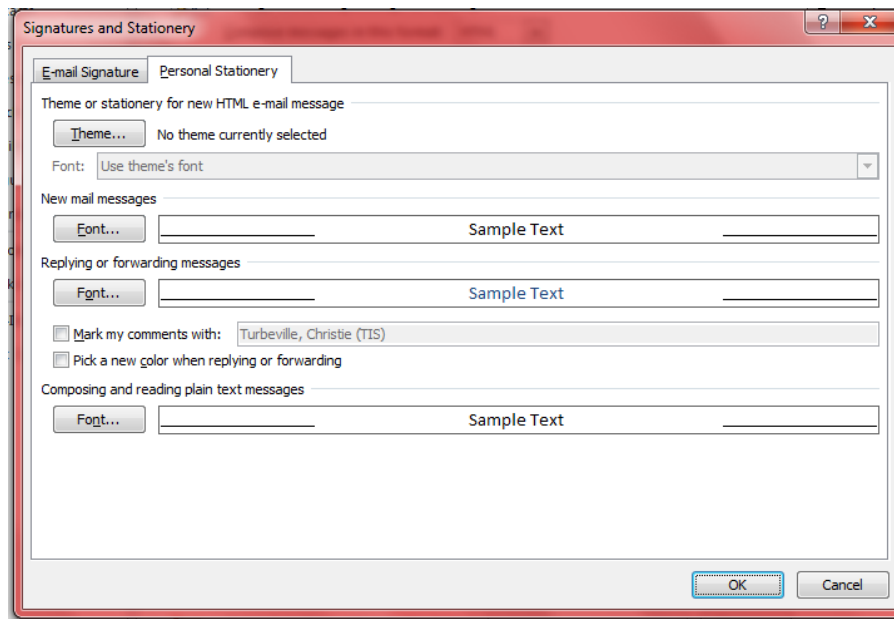
- c. When adding your Signature, think about adding a “Confidentiality policy” at the end of your email. See example below:

**CONFIDENTIALITY NOTICE:** This email message, including any attachments, is for the sole use of the intended recipient(s), and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply, and destroy all copies of the original message.

- d. Click **OK** when finished to **SAVE** your signature.
- e. **NOTE:** The signature on your WEBMAIL will not transfer to your Outlook 2010 information so you need to set up both signatures.

## 6. Modifying your **Stationary** or **FONT**:

- a. Choose a **Stationary** – please be careful when choosing a Stationary – backgrounds take up a lot of space in an email / therefore taking up space in an email box.
- b. Choose **FONT** under *New mail messages*:
- c. Choose **FONT** under *Replying or forwarding messages*:
- d. Be sure to click **OK** at the bottom to **SAVE** the settings.



- 7. The rest of the items on this **MAIL** tab are already set for default. Please browse the items and if you have questions about an item, please email your TIS.

